

Connecticut State Library
Librarian 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

Open To: The Public
Position No.: 34995
Location: Middletown Library Service Center, 786 South Main St, Middletown, CT
Schedule: Full Time – Monday through Friday
Hours: 8 hour days; 40 hour workweek
Salary: \$60,593 (AR23)
Closing Date: July 26, 2013 at 4pm

CSL, Division of Library Development is seeking an enthusiastic, innovative, social media savvy candidate with one year post-graduate professional experience in library services. As part of a team, the candidate will be able to strategically respond to the rapid growth in the availability of online/virtual services, web presence and social media and supporting the CT library community needs. Candidate will work cooperatively with the Division team to foster a community service environment that harnesses technology creatively to deliver information, resources and services.

The preferred candidate will be familiar with professional library work including cataloging activities and workflows; coordination of circulation tasks; administrative tasks and is able to oversee the daily operations of a small library service center in the absence of the director and consultant. The candidate will also coordinate the continuing education calendar and related duties for the division.

EXAMPLES OF DUTIES: Performs most complex related duties in providing consultant services to public, institutional and agency libraries and library groups; coordinates and maintains continuing education calendar; maintains division social media applications; performs communication and training support; responsible for administrative tasks as related to continuing education classes; coordinates webinar offerings, registrations and publicity; participates in web presence committees; performs copy cataloging of professional materials; may be assigned to staff development projects; may conduct workshops; may serve as liaison to groups and organizations; may be assigned to special projects requiring a high level of professional library duties as directed by the State Librarian; performs related duties as required."

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of professional principles and practices of library science including classification systems; reference sources and techniques; knowledge of library administration principles and techniques; interpersonal skill; oral and written communication skills; ability to analyze and solve problems relating to library methods and procedures; computer skills.

EXPERIENCE AND TRAINING: General Experience:

A Master's degree in Library Science or Information Science from a library school accredited by the American Library Association AND one year of post graduate degree experience in a relevant area of professional library work.

SPECIAL REQUIREMENTS:

1. The State Librarian may determine other advanced educational degrees equivalent to the MLS degree based on staffing needs.
2. Incumbents of this class may be assigned to special projects requiring advanced level professional library duties as directed by the State Librarian.

The official job specification may be viewed at: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5989>

The salary plan is available at: <http://www.das.state.ct.us/HRDocs/CompPlans/AR%206%2018%202010.pdf>

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above experience and training requirements should submit **a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>)** to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Confidential Fax: (860) 622-4921 (preferred method of submission)

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities. Position filled pending clearance of SEBAC/Re-Employment lists.